

**Town of Manchester, Connecticut
Policy on
Sexual Harassment in the Workplace**

The administration of the Town of Manchester feels strongly that all employees deserve to be treated with respect by their co-workers and fellow employees. In order to promote mutual respect in the workplace and to prevent sexual discrimination in employment, state and federal laws have been developed which outline unacceptable workplace behavior. The Town of Manchester reminds all employees that acts of sexual harassment by employees, supervisors, or managers will not be tolerated. Examples of conduct, which may constitute sexual harassment, are:

- Unwelcome remarks to a fellow employee about his or her physical anatomy, attractiveness, or appearance;
- Touching co-workers by putting your hands, arms, legs, etc., on any part of another employee's body;
- Telling jokes or making suggestive, lewd, or offensive statements which degrade women or men; placing or condoning sexually suggestive objectives or pictures in the work area which may embarrass or offend others;
- Asking an employee to participate in any activity of a sexual nature; for example, repeatedly asking an employee for a date after having been refused the first time;
- Openly or implicitly threatening an employee's job security, job conditions, wages or benefits if he or she does not agree to engage in behavior of a sexual nature with you;
- Encouraging, condoning or participating in any of the above activities or behaviors.

If any of these activities or more severe incidents of sexual harassment occur in your office, please feel free to contact the Human Resources Department, your Supervisor, Department Head, Union Steward or the General Manager.

All complaints will be investigated fully and will be kept as confidential as possible. No retaliation will be allowed against an employee who reports sexual harassment. Violations of this policy may result in disciplinary action, up to and including termination.